

CITY OF DURHAM YOUTH COMMISSION

Application Form

Deadline: April 30, 2016

**Application must be postmarked by date indicated to be eligible for
consideration**



2016-2017 City of Durham Youth Commission Application Form

Program information, instructions and reference forms are enclosed.

CITY OF DURHAM YOUTH COMMISSION

General Expectations and Responsibilities

Selected Youth Commission Members will:

- Commit to a one-year term of service on the City of Durham Youth Commission.
- Serve on City boards and committees as appointed and attend all meetings of such boards/committees.
- Complete 40 hours of volunteer Service Learning during that one year term of service. Volunteer work must be "hands on" work with an approved agency.
- Attend and actively participate in all meetings, service projects, and special events sponsored by the Youth Commission
- Review the information before completing this application. Note program dates, requirements & the attendance policy. Please make sure you do not have any conflicts with the requirements before applying.

The Commission is open to Durham youth (rising) 9th grade through 12th grade, in private, public or home schools located in Durham.

CITY OF DURHAM YOUTH COMMISSION

Qualification Guidelines

A successful City of Durham Youth Commission candidate should:

- Demonstrate leadership in school and/or community activities.
- Express an interest contributing to the greater well-being of the Durham area
- Commit to 100% participation in all activities.
- Complete the application and mail to Evelyn Scott in the Office on Youth. Must be postmarked by April 30, 2016

Provide two references demonstrating qualifications for the City of Durham Youth Commission

- Give **Reference Form #1** to your principal/headmaster, guidance counselor or teacher.
- Follow up with reference to make sure the form is sent in.
- Give **Reference Form #2** to a coach, youth leader or other adult who knows you well.
- Follow up with your reference to make sure the form is sent in.

For more information, see your principal or guidance counselor. Selections for the City of Durham Youth Commission are made by a Selection Committee composed of members of City Council, City staff and members of the community.

Participants will be chosen as follows:

- The Board will review all applications.
- In order to be considered, an applicant must receive approval from at least 50% of the Selection Committee.
- Selections will be made and participants will be notified in writing by June, 2016.
- All applications will remain confidential.

The City of Durham Youth Commission does not discriminate on the basis of sex, race, religion, national origin or disabilities.

APPLICATION FORM

Complete all areas below. This information is not used as part of the selection process.

All applicants will be notified in writing if they have been selected.

Please type or print legibly in black ink.

Name (Last) _____ (First) _____ (Middle) _____

Home Phone _____ cell _____ E-mail Address _____

School _____ Grade Fall 2016: ☐ 9th ☐ 10th ☐ 11th ☐ 12th

Home Address _____

City _____ Zip: _____

Gender _____ Race _____ Birth Date _____

T-Shirt Size _____

Mother/Guardian Name _____ Daytime Phone _____

Father/Guardian Name _____ Daytime Phone _____

How did you learn about the City of Durham Youth Commission?

APPLICATION DEADLINE: April 30, 2016 (must be postmarked)

Mail to:

**The City of Durham Youth Commission
101 City Hall Plaza
Durham, NC 27701
ATTN: Evelyn Scott**

Application Checklist:

_____ Application completed and signed by applicant.

_____ Parental permission signed by parent/legal guardian.

_____ Two (2) reference letters submitted.

_____ Application Deadline April 30, 2016-Mail to:

**The City of Durham Youth Commission
101 City Hall Plaza,
Durham NC 27701
ATTN: Evelyn Scott**

GENERAL INFORMATION

Using a few phrases or adjectives, describe yourself.

What skills and abilities would you contribute to a Youth Commission in Durham?

SCHOOL EXPERIENCE

Other schools attended besides current school:

List **up to 3** special awards, honors or recognitions for academic, extra-curricular, sports, school or community related activities you have received from the 9th grade to the present.

Main areas of interest in studies:

WORK EXPERIENCE

List any part-time job experiences, paid or volunteer, and briefly tell what it involved.

Do you currently have a part-time job? _____ How many hours per week? _____

Would your job interfere with your participation in the City of Durham Youth Commission? _____

Do you have any extracurricular activities that will interfere with attending meetings/special events/service projects? _____

ORGANIZATIONS AND ACTIVITIES

List in order of importance to you up to five school, volunteer, religious, social, athletic or other activities or organizations in which you participated during the last 2 years.

Organization/Activity	Leadership Responsibility/Involvement	Grade in School
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Write or type a brief essay in response to the following question. Your answer must fit in the allotted space on this page. Other attached sheets will not be accepted.

Did you complete the required 20 hours of Service Learning and if not, WHY?

PLEASE PRINT OR TYPE LEGIBLY IN BLACK INK.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

COMMUNITY AWARENESS

Write or type a brief essay in response to the following question. Your answer must fit in the allotted space on this page. Other attached sheets will not be accepted.

What do you think are the 3 most important issues facing Durham youth today and what are your suggestions in dealing with these issues?

PLEASE PRINT OR TYPE LEGIBLY IN BLACK INK.

[illegible]

PARENTAL PERMISSION FORM

Dear Parent/Legal Guardian:

By applying for **The City of Durham Youth Commission**, your child is making a commitment to take part in an outstanding leadership development and youth service program. This form is to verify that you are aware of the attendance policy & program requirements. Upon selection to participate in **The City of Durham Youth Commission**, students are expected to attend all program activities. Please sign & return this form with the application. The above dates & requirements are further detailed on the enclosed information sheet which you may keep as a reference. You are responsible for reading them in full before signing this permission form.

Information provided on this application form will be reviewed in confidence. All applicants selected to serve on the Youth Commission will be notified in writing. I have read & understand the program requirements, including the attendance policy. My son/daughter has my support & permission to participate in the 2016-17 City of Durham Youth Commission.

Signature of Parent or Legal Guardian

Date

ATTENDANCE POLICY

- The success of this program depends on the commitment of each participant to punctuality and full attendance.
- Tardiness or absence is unfair and disrespectful to the other members of the **Durham Youth Commission** and speakers who give freely and willingly of their time.
- Accordingly, recognition as a member of **Durham Youth Commission** depends on punctuality and attendance at all programs, including service projects and special events.
- Absences due to extenuating circumstances (i.e. death in the family, illness) may be excused.
- **The Orientation Session is mandatory.** Failure to attend for any reason other than illness, serious accident or death in the family, will result in disqualification from the program. Dates will be provided in the acceptance letter.

I attest that all information provided is correct. I have read and understand the **Durham Youth Commission** requirements, and if selected, will meet them.

Applicant's Signature

Date

REFERENCES

Give Reference Form #1 to your high school principal/headmaster, counselor or a teacher.

Give Reference Form #2 to a coach, scout leader, youth group leader or other adult/mentor

You are responsible for seeing that your Reference Forms are returned by the deadline, April 30, 2016.

Reference #1 Name/Title _____
Telephone Number _____
School/Firm/Organization _____

Reference #2 Name/Title _____
Telephone Number _____

Applicant Information

Please type or print legibly in black ink.

Name (Last) _____ (First) _____ (Middle) _____
School _____

The City of Durham Youth Commission must receive this form by April 30, 2016. Please sign and date the waiver below. Your reference must return this form to you in a sealed envelope, or they may send it directly to the address listed on front of application packet. You are responsible for making sure it is submitted and postmarked by the deadline date.

Waiver of Access: I, the undersigned, waive the right of personal access to the reference.

Signature

Date

TO THE REFERENCE (HEADMASTER/PRINCIPAL, COUNSELOR OR TEACHER)

The person named above is an applicant for the City of Durham Youth Commission. The Selection Committee attaches considerable weight to the statements made by the references of the applicant. The Committee is aware of the time necessary to prepare such an assessment and gratefully acknowledges your help. The reference form is on the back of this page. Please fill it out in its entirety.

Please mail this form by April 30, 2016 to:
The City of Durham Youth Commission
Office on Youth
101 City Hall Plaza
Durham, NC 27701
ATTN: Evelyn Scott

Or, you may return the form to the applicant in a sealed envelope.

Name of Reference

Position/Title

School/Firm/Organization

Phone Number/Email _____

Please Note: Please do not refer to the applicant by name. Questions or concerns? Email Evelyn Scott at Evelyn.Scott@durhamnc.gov or call 354-2730 x 11104.

City of Durham Youth Commission

Reference Form #1

Please use the scale below to compare the applicant with other youth you have known who are the age of this applicant.

	Superior	Above Average	Average	Below Average	Unable to Judge
Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work w/others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral comm. skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persistence and drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest in community affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extracurricular activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Makes wise choices with extracurricular activities and follows through on commitments.)

For how long and in what capacity have you known the applicant?

What do you consider the applicant's primary talents or strengths?

What do you consider the applicant's chief weakness?

Comment on the applicant's relationship with his/ her peers.

How is the applicant's ability to communicate with others; his/ her behavior in a group setting (participant or observer)?

Is the applicant interested in community affairs?

Does this applicant have potential for becoming a community leader?

Signature of Reference(HEADMASTER/PRINCIPAL/COUNSELOR/TEACHER

Date

PLEASE PRINT OR TYPE LEGIBLY IN BLACK INK.

Applicant Information

Please type or print legibly in black ink.

Name (Last) _____ (First) _____ (Middle) _____
School _____

The City of Durham Youth Commission must receive this form by April 30, 2016. Please sign and date the waiver below. Your reference must return this form to you in a sealed envelope, or they may send it directly to the Office on Youth. You are responsible for making sure it is submitted by the deadline.

Waiver of Access: I, the undersigned, waive the right of personal access to the reference.

Signature

Date

TO THE REFERENCE (COACH, SCOUT LEADER, YOUTH GROUP LEADER/MENTOR)

The person named above is an applicant for the City of Durham Youth Commission. The Selection Committee attaches considerable weight to the statements made by the references of the applicant. The Committee is aware of the time necessary to prepare such an assessment and gratefully acknowledges your help. The reference form is on the back of this page. Please fill it out in its entirety.

Please mail this form by April 30, 2016 to:

The City of Durham Youth Commission

Office on Youth

101 City Hall Plaza

Durham, NC 27701

ATTN: Evelyn Scott

Or, you may return the form to the applicant in a sealed envelope.

Name of Reference

Position/Title

School/Firm/Organization

Phone Number/Email

Please Note: Please do not refer to the applicant by name. Questions or concerns? Email Evelyn Scott at Evelyn.Scott@durhamnc.gov or call 354-2730 x 11104

City of Durham Youth Commission

REFERENCE FORM # 2

Please use the scale below to compare the applicant with other youth you have known who are the age of this applicant.

	Superior	Above Average	Average	Below Average	Unable to Judge
Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work w/others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral comm. skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persistence and drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest in community affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extracurricular activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Makes wise choices with extracurricular activities and follows through on commitments.)

For how long and in what capacity have you known the applicant?

What do you consider the applicant's primary talents or strengths?

What do you consider the applicant's chief weakness?

Comment on the applicant's relationship with his or her peers.

How is the applicant's ability to communicate with others; his or her behavior in a group setting (participant or observer)?_____

Is the applicant interested in community affairs?_____

Does this applicant have potential for becoming a community leader?_____

Signature of Reference (COACH, SCOUT LEADER, YOUTH GROUP LEADER/MENTOR)

Date